

Appraisal Period:

From:

To:

Name of Employee

Social Security No.

**Section #5 PERFORMANCE CATEGORIES  
FOR SUPERVISORS**

(BLUE COLLAR; WHITE COLLAR; REGISTERED  
PROFESSIONAL NURSE; INSTITUTIONAL, HEALTH &  
CORRECTIONAL WORKER; FIREFIGHTER;  
PROFESSIONAL & SCIENTIFIC)

Significant Categories are noted by "\*"

**FINAL  
RATING**
**Expectations**

Exceeds

Meets

Does Not  
Meet
**SUPERVISOR'S COMMENTS**

At the end of the rating period, use this column to make  
any general comments on the employee's performance.

**\*QUALITY OF WORK UNIT OUTPUT**

1 Usually: work unit completes assigned work in  
accordance with work expectations. For example,  
work unit output is usually accurate, neat, and/or  
complete.

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**\*QUANTITY & TIMELINESS OF WORK  
UNIT OUTPUT**

2 Usually: work unit produces amount of work  
expected; completes work on schedule.

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**THE CATEGORIES BELOW MAY AFFECT THE RATINGS FOR QUALITY, QUANTITY & TIMELINESS**
**SUPERVISION**

3 Usually: monitors work unit progress, provides  
adequate direction, training, and coaching to staff;  
takes/recommends the appropriate corrective  
and/or disciplinary action when needed; provides  
needed help and/or training for employees with  
performance problems; encourages career growth  
for staff members; and/or provides equal  
opportunity/treatment in all aspects of supervision.

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**APPRAISING SUBORDINATES**

4 Usually: follows performance appraisal policies,  
guidelines, and procedures; communicates  
performance expectations at the beginning of the  
rating period; oversees and monitors employee  
performance; and/or rates subordinates (or  
recommends ratings) objectively, on time, and on  
work expectations.

☐☐☐
**PLANNING, ORGANIZING, SETTING  
PRIORITIES**

5 Usually: prioritizes assignments satisfactorily to  
minimize crisis situations; shows foresight to  
prevent potential problems and works in  
contingencies when making short- and/or long-  
range plans; proposes and reviews benchmarks to  
monitor work progress and makes work plan  
adjustments as needed; and/or follows up on  
assignments.

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**RELIABILITY & INITIATIVE**

6 Usually: accepts responsibility; is flexible and,  
when requested, adjusts to varying job situations;  
and/or initiates work independently, as required  
for the job.

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